

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Buildings Grounds and Equipment: Generally****A. Preventive Maintenance**

The Stafford County School Board believes that a proper program of preventive maintenance is a requirement for efficient, economic building operation. The superintendent is directed to maintain a proper preventive maintenance program and, in his budget recommendations to include adequate funds to sustain this program.

B. Maintenance and Repair

School employees shall be utilized, whenever feasible and economical, for routine maintenance and repair. Within budgetary limitations the superintendent is authorized to employ outside contractors for the maintenance and repair of complicated and specialized equipment.

C. Emergency Repairs

The superintendent may authorize separate contracts for emergency repairs to school property, between board meetings and without advertisement, whenever necessary to keep such property functioning efficiently and safely. Otherwise, contracts shall be presented for approval at a regular meeting of the school board.

D. School Grounds

School grounds shall be maintained in a safe, functional, reasonably attractive condition. The superintendent shall include in his budget recommendation funds for the upkeep of grounds in the manner described by this policy.

E. Equipment Replacement

All division equipment shall be placed on a replacement schedule as soon as feasible, and the superintendent shall include in his recommended budget funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors. Replacement

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Buildings Grounds and Equipment: Generally (continued)****E. Equipment Replacement (continued)**

of equipment, other than approved in the adopted budget, shall be considered on an as need basis.

F. Responsibility--Principals

The principal, in cooperation with the director of maintenance/operations, shall be responsible for the operation and maintenance of the plant to which he/she is assigned. The principal shall have line authority over the custodial staff and shall be responsible for reporting all problems which require the attention of the maintenance department.

G. Transfer

Procedures will be developed to ensure that when equipment is transferred from one location to another that the permanent inventory file reflects the transfer.

Adopted by School Board: March 24, 1987
Amended by School Board: January 22, 1991